

Statement of Work

Police Administration for USAF Institute Classes

1. Scope: The purpose of the Police Administration course is to:

- 1.1. Prepare security police officers and senior noncommissioned officers to be more effective administrators and leaders.
- 1.2. Provide an opportunity for participants to develop and test their administrative skills while gaining a substantive understanding of administrative theory and practice.
- 1.3. Provide an opportunity for participants to analyze similarities and differences between general administrative theory and the theory and practice of administration within military and police systems.
- 1.4. Study the anticipated impact of societal issues on the role of police administrators.

2. Class composition: Air Force officers and noncommissioned officers who possess a bachelor's degree as a minimum attend the course. Twenty-five students attend one class per year (Jan-Mar). Classes are held at the contractor's facility, Monday through Friday, excluding federal holidays, for no more than eight classroom hours daily. The contract must consist of one initial year and four option years. Course duration is between five and seven weeks in duration.

3. Curriculum:

3.1. Police services to the community.

3.1.1. The police role in modern society.

3.1.2. Adult and juvenile drug abuse.

3.1.3. Conflict and violence in the American family.

3.1.4. Alcoholism.

3.2. Current issues in law enforcement (LE).

3.2.1. Personnel management.

3.2.2. Organizational development.

3.2.3. Crisis management.

3.2.4. Gangs.

3.2.5. Specialized interview techniques.

3.2.6. Hypnosis and LE.

3.2.7. Use of polygraph (pro and con).

3.3. Special crime management/recognition.

3.3.1. The sex offender.

3.3.2. Child/spouse abuse.

3.3.3. Diet and ecological factors and their relation to criminal behavior.

3.3.4. Organized crime.

3.3.5. Sexual exploitation of children.

3.3.6. Crime prevention/analysis.

3.4. Specialized officer skills.

3.4.1. Financial management.

3.4.2. Hostage scene management and negotiation.

3.4.3. Terrorism: National and international.

3.4.4. Keeping up with the changing world.

3.4.5. Communications skills.

3.4.6. Dealing with stress: Stress recognition.

3.5. Personal growth.

3.5.1. Dynamics of leadership.

3.5.2. Ethics and decision-making.

3.6. Criminal justice studies.

3.6.1. Criminal justice process.

3.6.2. Crime and society.

3.6.3. Constitutional law update.

3.7. Corrections management.

3.7.1. Capitol punishment.

3.7.2. Parole.

3.7.3. Alternative approaches.

3.8. Advanced police operations.

3.8.1. Research studies and contemporary policing issues.

3.8.2. Assessing effectiveness of police practices.

3.9. Complete a research project related to the security forces career field. Forward one copy of each completed project to HQ AFSFC/SFWT.

4. Housing: The contractor provides housing for 25 students. Provide each student a private bedroom and private bath. Adequately furnish rooms with a study desk, chair, bed, dresser, and study lamps as a minimum.

5. Dining facility: The contractor provides a dining facility for use by course participants. An established facility on campus is acceptable. Identify available nearby commercial dining facilities (within walking distance).

6. Tests and materials: The contractor provides each student with required study materials. Texts purchased for the course become the property of the USAF and remain with the course. Materials such as paper, pencils, and pens are the responsibility of the student. Provide HQ AFSFC/SFWT with a copy of student handouts and texts prior to the first class and subsequently thereafter as changes occur in course content.

7. Transportation: The contractor provides transportation when housing accommodations are not on the contractor site.

8. Administration: The contractor shall:

8.1. Identify individual(s) as a liaison to interface with HQ AFSFC/SFWT on matters concerning course content and student administration.

8.2. Send a welcoming letter to each student providing housing information, map of local area, and registration information no later than 10 days after receipt of class list. HQ AFSFC/SFWT provides a class list approximately 30 days prior to class start date.

8.3. Develop and administer student critiques that provide an opportunity for students to assess quality of course content and instruction, relevancy to their Air Force mission, dining and lodging support and overall institutional support. The contractor develops the critique and submits it to HQ AFSFC/SFWT for approval prior to use. Forward completed critiques to HQ AFSFC/SFWT after contractor review.

8.4. Make adjustments to course content and administration at no additional cost to the government as deemed necessary by HQ AFSFC/SFWT.

8.5. Provide necessary academic facilities for a class of 25 students.

8.6. Develop and grade all examinations, conduct student registration, and maintain student records.

9. Instructor qualifications: Instructor shall possess a Ph.D. in an appropriate field such as police administration, corrections, confinement, police law, traffic operations, or investigations. Police training: three years of practical experience of law enforcement work, one year of post secondary teaching experience.

10. Academic status and credit: The course is at the graduate level with graduate hours earned for successful completion. The contractor awards nine hours academic credit for course completion. Students attending the course receive the same rights and privileges granted to regular students.

11. Graduation and grading: Grade according to university standards. Satisfactory/unsatisfactory grading is not acceptable. Hold graduation exercises the last day of class. The institution provides each student successfully completing the course a course completion certificate.

12. Managerial, financial, and technical capability: Offerors submit the following separate section in addition to the basic paragraph by paragraph response. Describe offeror's organization, management procedures, line(s) of authority, implementation plan, and methods of evaluation.

27 APRIL 2004

SERVICE DELIVERY SUMMARY (SDS)				
AIR FORCE POLICE ADMINISTRATION COURSE				
CONTRACT NO.				
SDS ITEM NO	SOW PARAGRAPH	ITEM DESCRIPTION	INSPECTION FREQUENC	PERFORMANCE THRESHOLD
1	4	HOUSING	PERIODIC	100%
2	5	DINNING FACILITY	PERIODIC	100%
3	6	TESTS AND MATERIALS	100%	100%
4	7	TRANSPORTATION	PERIODIC	100%
5	8.3	STUDENT CRITIQUES	100%	100%